



13 November 1952

MEMORANDUM FOR: DD/P-ADMIN

SUBJECT: Records Management Survey of RI

1. On 9 September 1952 it was agreed that two members of the Staff of the Chief, Office of General Services would have access to DD/P records for the purpose of making a Records Management survey. (Enclosures 1 and 2)
2. During the past two months Mr. [redacted] of the 25X1 Office of General Services have spent only thirty (30) hours in eight (8) of the thirteen (13) Sections of RI.
3. It is felt that if this survey is to produce any tangible results the survey team should devote more time towards its completion and continuity of study.
4. If the completion of this survey is to be postponed or abandoned, RI would appreciate a report as to the findings and recommendations, if any, of the team.

25X1

Chief, RI

## 2 Enclosures:

- 1 - Agency Records Responsibility Discussion, dtd 9 Sep. 1952
- 2 - Survey of RI, dtd 22 Sep. 1952

25 YEAR RE-REVIEW

~~SECRET~~

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, RI

NO.

ER 3-4234

DATE

13 November 1952

TO	ROOM NO	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. DD/P-ADMIN (Chief)	2309-K	NOV 14 9552	15 Nov	CD3	(2) I don't believe that this is an earth shaking matter. You may want to discuss with <span style="border: 1px solid black; display: inline-block; width: 100px; height: 30px; vertical-align: middle;"></span>
2. ADDA	226 Adm.			PW	
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TRANSMITTAL SLIP		
<div style="text-align: right;">18 Nov 52</div> <div style="text-align: center; font-size: small;">(Date)</div>		
TO: Chief, General Services		
BUILDING North	ROOM NO. 201	
REMARKS:		
<p>Please see me regarding the attached at your earliest convenience.</p> <p>If for no other reason, it seems to me that past misunderstandings in connection with responsibility for Records Management in this area would make it mandatory that we complete the Survey with the least possible delay.</p> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div>		
FROM: ADD/A		
BUILDING Admin.	ROOM NO. 226	EXTENSION <div style="border: 1px solid black; width: 50px; height: 30px; margin-top: 5px;"></div>
<div style="display: flex; justify-content: space-between;"> <div>FORM NO. 36-8 SEP 1946</div> <div>16-6526</div> </div>		

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